



Education (Additional Support for Learning) (Scotland) Act 2004 Education Plans

Why do we need plans in schools?

Good planning is necessary to ensure effective learning for all children and young people. There are several different types of written plans used in our schools and nurseries. Parents should be given information about any plan in place.

What is Personal Learning Planning?

Many children and young people are involved in Personal Learning Planning (PLP). This process helps children, young people and parents to be clear about the goals of learning, including those for personal development. This process focuses on individualised aims for children and young people, relating to their particular strengths and development needs. It is essential that they take responsibility for and are more involved in their own learning and the targets they are setting.

All children and young people with additional support needs should take part in personal learning planning where this is in place and for many this level of planning will be all that is required.

What is an Individualised Educational Programme?

Most children and young people who require additional support will have their learning needs met by the day-to-day classroom practice in pre-school and school settings. An individualised educational programme sets out the educational targets your child is working on.

Who is it for?

Where children or young people require more detailed, individual planning for learning, or where substantial adaptation to the curriculum is needed, an Individualised Educational Programme (IEP) may be appropriate.

What information does it contain?

An IEP identifies short-term steps or targets to support a child or young person's educational progress. It also outlines how these targets will be met, including any additional support required, from within school, or from agencies outwith education, e.g. health, social work, or a voluntary agency. Parents and young people will be involved in deciding the targets in the IEP, helping to meet those targets and giving an opinion about whether the targets have been met. The targets in the IEP will normally be reviewed once a term. Targets may be set for any aspect of the curriculum, e.g. maths and language, and may also be set for personal and social development, e.g. independent life skills, behaviour or communication skills.

For the majority of pupils, an IEP will be enough to ensure that their additional support needs are catered for. See Information Sheet 10 for further details.

What is a Co-ordinated Support Plan?

A Co-ordinated Support Plan (CSP) is appropriate for a small number of children and young people. The aim of a CSP is to ensure effective co-ordination of support across agencies and education staff.

Who is it for?

CSPs will be prepared for children or young people who:

- Have significant additional support needs arising from complex or multiple factors
- Have additional support needs lasting for more than a year
- Require significant additional support from education AND from specified agencies other than education i.e. Health, Careers Scotland, FE/HE Institutions or from a non-education function of the local authority e.g. Social Work.

What information does it contain?

A CSP records information about::

- the additional support needs of the child or young person
- the factors leading to these needs
- the educational objectives for the child or young person
- the additional support needed
- details of who will provide the support.
- information about the person coordinating the agreed support.
- details of a contact person from Education and Children's Services, who can provide advice and further information.

The information in the CSP regarding additional support required is accurate at the time of writing. Delivery of the support may be subject to variation from time to time as a result of e.g. staff absence. In such circumstances, every effort will be made to ensure continuity of support where possible.

A CSP is a legal planning document, so all education authorities follow the same detailed rules and regulations. CSPs are reviewed on at least a yearly basis.

Parents and young people (who are over 16 and still at school) can ask the education authority to find out whether a CSP is required. They have to do this by sending a request in a form that can be kept for future reference, e.g. letter, e-mail, tape, and must state the reasons for the request.

Are there any other plans for children and young people?

As well as the education plans above, there are health plans and care plans. Any education plan should take into account information in other plans, and vice versa.

Where can I get more information?

If you would like to know more about the type of planning in place for your child, or are wondering whether your child should have an IEP and/or CSP, you should contact the school.

- Information may be obtained by contacting, ASL Co-ordinator, at Pullar House on 01738 476390.
- Further information on the Act is available from <http://www.scotland-legislation.hms.gov.uk/legislation/scotland/>
- Information and advice is also available from Enquire Helpline on 0845 123 2303
- Email: info@enquire.org.uk
- See other Information Sheets in the series:
 - Sheet 1 Introducing the Act
 - Sheet 2 New Rights for Parents, Children and Young People
 - Sheet 3 Providing Additional Support
 - Sheet 4 Identifying, Monitoring, and Reviewing Additional Support Needs
 - Sheet 6 Additional Support Meetings
 - Sheet 7 Resolving Disagreements
 - Sheet 8 Sources of Support and Advice
 - Sheet 9 Providing Additional Support for Children under 5
 - Sheet 10 Individualised Educational Programmes (IEP)
 - Sheet 11 Transitions
 - Sheet 12 Preparing for Adulthood – Post School Transitions

These are also available online at www.pkc.gov.uk and follow the path:
Education and Learning, Schools, Schools – Additional Support Needs – Information Sheets

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting:- Communication Manager on 01738 476873